



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

ERA Unit
Department of Educational Psychology Faculty of
Education, University of Pretoria

Call: Position for funding-independent¹ Research Internship

The ERA Unit is located within the University of Pretoria's Department of Educational Psychology, Faculty of Education. Working research-based within the education system researchers aligned with ERA seek to understand how individuals and systems address and transform in the presence of the HIV&AIDS pandemic in order to inform knowledge bases such as policy issues, resilience, teacher roles, as well as curriculum matters. Inquiries range from small scale qualitative case studies with teachers, children and caregivers to participatory action research and longitudinal randomised control trials.

The ERA Unit is seeking candidates to fill up Intern/project assistant positions for a period of 6 months – contract renewable. The incumbent will report directly to the ERA Director and relevant project leader. Interns are viewed as considerable assets to ERA given that they potentially offer outstanding academic credentials, together with most recent thinking and research tools in their area of study. The Internship offers graduate-level students the opportunity to complement their career pathing by direct exposure to research connected to education, psychology and health. This is therefore a good placement for Masters Candidates who are looking to write their thesis and or gain research expertise in the fields of education, psychology, sociology or public health.

Four positions are available in Pretoria and are awarded on a competitive basis.

Administration:

- Coordinate logistics for events e.g. workshops, meetings, recruitment interviews, travel, field visits.
- Facilitate capital procurement processes.
- Responsible for any logistical and administration support to Unit, projects and field partners.
- Manage databases for the ERA Unit including maintaining a filing system

Project Activities:

- Review and analysis of key policies.
- Support in monitoring project implementation.
- Capturing and analyzing project database (maintaining a computerised database & appropriate retrieval and storage systems).
- Assistance with preparation of dissemination of project findings (including inputs in reporting & publication writing).
- Assist in project proposal drafting and submission.

Required qualification / the ideal candidate for the position:

- A first degree in education, psychology, public health, psychosocial support, and sociology in terms of supporting sustainable coping (resilience) in the realm of a pandemic such as HIV&AIDS.
- Prior work experience or voluntary experience in research environment.
- Motivated self starter who is proactive, has an energetic approach to work, is able to adapt to new circumstances and undertake work on his/her own initiative.
- Written and spoken proficiency in English.
- Good skills in Microsoft Word and MSExcel

If you feel you meet the criteria, please send an application to Prof Liesel Ebersöhn by email liesel.ebersohn@up.ac.za, or facsimile 27124205511. The application should include the following:

- One page cover letter explaining why you should be selected for the internship.
- Curriculum vitae.

¹ Interns will not be paid by the University of Pretoria and must make their own arrangements for living expenses, transport, accommodation and other living costs. Interns are not considered employees and are responsible for their own health insurance cover, they do not accrue annual leave and do not qualify for staff benefits. Interns are expected to work full-time and carry out the duties assigned to them. The necessary office space, equipment, email access and other services needed by the Intern will be arranged prior to their arrival.

- Certified copy of Honours or Masters Degree (whichever is applicable).
- Letter of reference from the Head of Department and/or supervisor where last degree was completed.
- An account of interest in research in the field of HIV&AIDS and education / psychology / sociology / public health/policy and management.
- Contact details of three work-related referees.

Due date for applications: First deadline for applications is 31 October 2009.